



Planning Stage: Cascading (Sending) 2014 Objectives to Another Manager in ACES

This job aid is designed to provide instructions for cascading or sending objectives to 1 or more managers in ACES. This functionality eliminates duplicate data entry and ensures individual objectives are aligned with strategic secretariat or agency goals and priorities. It is also a valuable tool to send a shared objective to other members of a team even if they are not in the same reporting relationship or chain of command.

Step Actions:

- 1) Navigate to the **Objectives** page. You can access this page by clicking on **Objectives** in the **Links for Planning Phase** tile on the ACES home page or clicking the down arrow to the right of the word **Home** in the upper left corner of screen and selecting **Objectives**.
- 2) In upper right corner of page, in the **Switch Plan** area select **2014 Manager Objectives**.

Cascade Objectives to Reporting Manager

1. Enter your objectives (either click **Add a New Objective** or **Copy objective from prior year's objective plan**. Click the box(es) to the left of the objective(s) you would like to cascade (send) to another manager then click the **Send Objective to Someone (cascade)** button in the upper left corner of the objective plan.
2. A pop-up box will appear listing your Appraising Manager and all of your direct reports. Select the manager to whom you would like to send the objective and click the **Next** button.
- 3) A pop-up box will appear where you can enter the name of the person you'd like to cascade to or you can select an agency to see the entire list of managers. Click the **Search** button in lower right corner of the screen. On the next screen click the box to the left of the manager(s) to whom you'd like to cascade the objective.
- 4) Click the **Add Selected** button. On the next screen, confirm the correct names are listed then click the **Next** button. On the pop-up screen that appears modify the text of the objective you want to cascade, if necessary. Notice the names of managers who have already received this objective via cascading (if any) are listed. Click the **Cascade** button.

Cascade Objectives to Other Managers

1. Repeat steps 1 and 2 above.
2. To send the objective(s) to other managers, click the **Send Objective to Someone (cascade)** button in the upper left corner of the objective plan
3. A pop up box will appear where you can enter the name of the person you'd like to cascade to or you can select an agency to see the entire list of managers. Click the **Search** button in lower right corner of the screen. On the next screen click the box to the left of the manager(s) to whom you'd like to cascade the objective.
4. Click the **Add Selected** button. On the next screen, confirm the correct names are listed then click the **Next** button. On the pop-up screen that appears modify the text of the objective you want to cascade, if necessary. Notice the names of managers who have already received this objective via cascading (if any) are listed. Click the **Cascade** button.

NOTE: In **Display Options**, ensure there is a check mark to the left of **Aligned Down** box. Click the **Update** button on the right margin. Underneath your objective will be a list of managers who have received your cascaded objective (number of recipients is listed followed by term **Aligned objectives**.) The objective is now appearing in the listed manager(s) 2014 Objective Plan and ACES 2014 form where the Reporting Manager can edit the text and fine-tune the description, weight, and milestones to account for the portion of the cascaded goal that pertains to their scope of responsibility.